

Phoenix Program Process Definition – Accounts Payable

Revised 8/28/00 Revised 5/25/99 / Revised 03/31/99

Process	<i>PO Voucher</i>
Process Number	<i>AP-008</i>

Description of Process

This process enables the user to copy information from Purchase Orders (PO)

The process begins by selecting the PO Business Unit and the PO to be copied into AP from the PO module. Once the PO is copied, a date must be entered in the date field and the invoice number must be entered for the invoice and the amount to be paid must be entered for the gross amount. All other PO voucher information is copied from the PO, calculated at the point of saving, or defaulted in based on the defined control hierarchy.

Input to Process

PO Voucher Entry form

Output of Process

Postable Voucher (Ready for batch processing)

Service Level Agreement Required? (if yes, provide a brief description)

N/A

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PeopleSoft Panel Groups being Used

Function	Panel Group
Use	PO Voucher
Inquires	Voucher Voucher Detailed Charges Voucher Accounting Entries PO Activity Summary (In PO module)
Process	Voucher Posting Request (Batch Only) Budget Update Request (Batch Only) Match Request (Batch Only) Journal Generation (Batch Only)

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: <u>Receive Invoice</u> Determine the type of voucher to enter. A voucher is uniquely identified by a combination of Business Unit and Voucher ID.	Agency
Step 2: <u>Select Purchase Order (PO) Voucher</u> To assist with input, a voucher data entry form can be completed for each voucher that is to be entered. Use this type of voucher to generate a payable and/or process payment for goods and services originating from a PO	Agency
Step 3: <u>Create Voucher Identifiers</u> The Business Unit and Voucher ID will default. The voucher ID should be left as 'NEXT' to allow the system to assign via auto-numbering.	

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<p>Step 4: Determine Copy Method</p> <p>On the Invoice Header Information panel, input applicable Purchasing Business Unit then use the PO Voucher pulldown to select the PO that corresponds to the invoice received.</p> <ul style="list-style-type: none"> ◆ Access the PO/Receiver Search panel Via the flashlight denoted as Match Work on the Invoice Header Information panel Goto the 'Create Worksheet' section on this panel and select 'PO's', this proceeds to the PO Worksheet which lists out all the lines on the PO. The following must be determined Invoice is equal to the PO, 'Select All' and copy. ◆ ,Invoice is less than the PO, select only the line(s) applicable to the invoice, copy, and see Process Definition for Partial Payments. ◆ ,Invoice is greater than PO, do not copy at this time; take the steps necessary to resolve discrepancy with the vendor and/or the appropriate internal personnel. <p>FSS recommends that a PO Voucher should be associated with only one PO.</p> <p>Each agency must determine if a receiver is required based on internal procedures. Due to the Peoplesoft Match issues we have encountered, FSS recommends that POs be set to 'No Match' (see PO News #23).</p>	<p>Agency</p>
<p style="text-align: center;">Process Description</p>	<p style="text-align: center;">Responsibility (Agency/Centralized)</p>

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<p>Step 5: <u>Copy PO</u></p> <p>The key information for copying from a PO is the BU and PO number. These values can be input in one of the following:</p> <ul style="list-style-type: none"> ◆ on the Invoice Header Information panel where the entire PO can be copied via the 'Copy' button (designated by two sheets of paper) ◆ or on the PO/Receiver Search panel, which is accessed by clicking on the flashlight on the Header panel. Once on this panel use one of the following to copy all or a portion of a PO: <p style="padding-left: 40px;">PO Lookup Criteria for copying the entire PO. In order to use must select 'Use PO' in the Format From Options field and click on 'Copy to Voucher'.</p> <p style="text-align: center;">OR</p> <p style="padding-left: 40px;">PO Worksheet for viewing, selecting and copying all or specific lines on the PO. In order to use, you must select PO Worksheet in the Worksheet Options field and 'PO's' under Create Worksheet; then check the lines applicable or 'Select All'; then click on the 'Copy' button (designated by two sheets of paper) to copy the PO information.</p> <p>The PO worksheet pushbuttons enable you to copy relevant information from a portion of one document or from multiple documents to build an invoice.</p> <p>.</p> <p>The following data is copied from the PO:</p> <ul style="list-style-type: none"> • Chartfields (using either copy method) • Remaining line and distribution information. (using either copy method)Gross Amount (when copying from Header or PO Lookup Criteria) • Match Status (using either copy method) • Terms (not copied from PO when using PO Worksheet, derived from vendor). 	<p>Agency</p>
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<p><u>Step 6: Enter Invoice Header Info</u></p> <p>On this panel the invoice number and date and gross amount <u>must</u> be entered.</p> <p>If the invoice number or invoice date is not entered, the system could identify the voucher as a duplicate invoice. A duplicate invoice occurs when the invoice number, invoice date, gross amount, and vendor ID are defined the same for multiple vouchers. As determined by the Agency the date entered can represent either the actual invoice date or the goods received date. If the invoice date is not entered, the audit trail back to the invoice is not captured and duplicate invoices may not be identified.</p> <p>If there are any applicable freight charges they should be included in the PO as a separate line. Entering these charges on the Header will result in a BCM error of 'Over Liquidated'.</p> <p>Program distribution cannot be performed in Payables for PO Vouchers. All chartfield information will be copied from Purchasing fully distributed.</p>	Agency
<p><u>Step 7: Verify 1099 Information</u></p> <p>Access the 1099 Information panel via the 1099 button located on the Invoice Information panel. Review and verify the values that defaulted from the vendor file. If changes are necessary to ensure correct 1099 reporting, make the modifications in accordance with the agencies 1099 processing procedures.</p>	Agency
<p><u>Step 8: Determine Accounting Template/Accounting Date</u></p> <ul style="list-style-type: none"> On the Accounting Information panel, select accounting template based on desired liability account. The accounting date defaults to the current date and determines when the voucher will be posted in Accounts Payable and journal generated to GL. 	Agency

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<p><u>Step 9: Review Default Data</u></p> <p>All information on the following panels defaults according to the control hierarchy:</p> <ul style="list-style-type: none"> • Schedule Payment • Record Payment • Approval/Matching • Accounting Info • Comments 	Agency
<p><u>Step 10: Save Voucher</u></p> <p>To save a voucher, click on the diskette icon or press 'Enter'.</p> <p>Processing steps that occur when a voucher is saved include: Voucher ID is assigned, Status of the control group is updated, Set status for one-time vendors to inactive, Calculate & prorate discount and freight, Determine net and discount due dates, Determine scheduled pay date and perform 1099 withholding processing if applicable.</p>	Agency
<p><u>Step 11: Perform Overnight Batch Processing</u></p> <p>The following processes are required for the PO voucher:</p> <ul style="list-style-type: none"> • Matching • Budget Checking • Voucher Posting • Journal Generation • Reports Generation <p>Payment processing may be invoked depending on payment terms (see Payment Process Definition).</p>	Financial Systems Solutions

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<p><u>Step 12: Review Reports</u></p> <p>Upon receipt of the following daily reports, review to be sure all are received and processed per agency controls. Following is a listing of AP reports that would apply to a PO Voucher.</p> <table> <tr> <td>P/S Rpt#</td><td>Description</td></tr> <tr> <td>APXXX0402</td><td>AP Daily Input</td></tr> <tr> <td>APXXX0401</td><td>Budget Exceptions</td></tr> <tr> <td>APXXX0405</td><td>Match Exceptions</td></tr> <tr> <td>APXXX0410</td><td>Accounting Entries Report</td></tr> </table>	P/S Rpt#	Description	APXXX0402	AP Daily Input	APXXX0401	Budget Exceptions	APXXX0405	Match Exceptions	APXXX0410	Accounting Entries Report	Agency
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APXXX0402	AP Daily Input										
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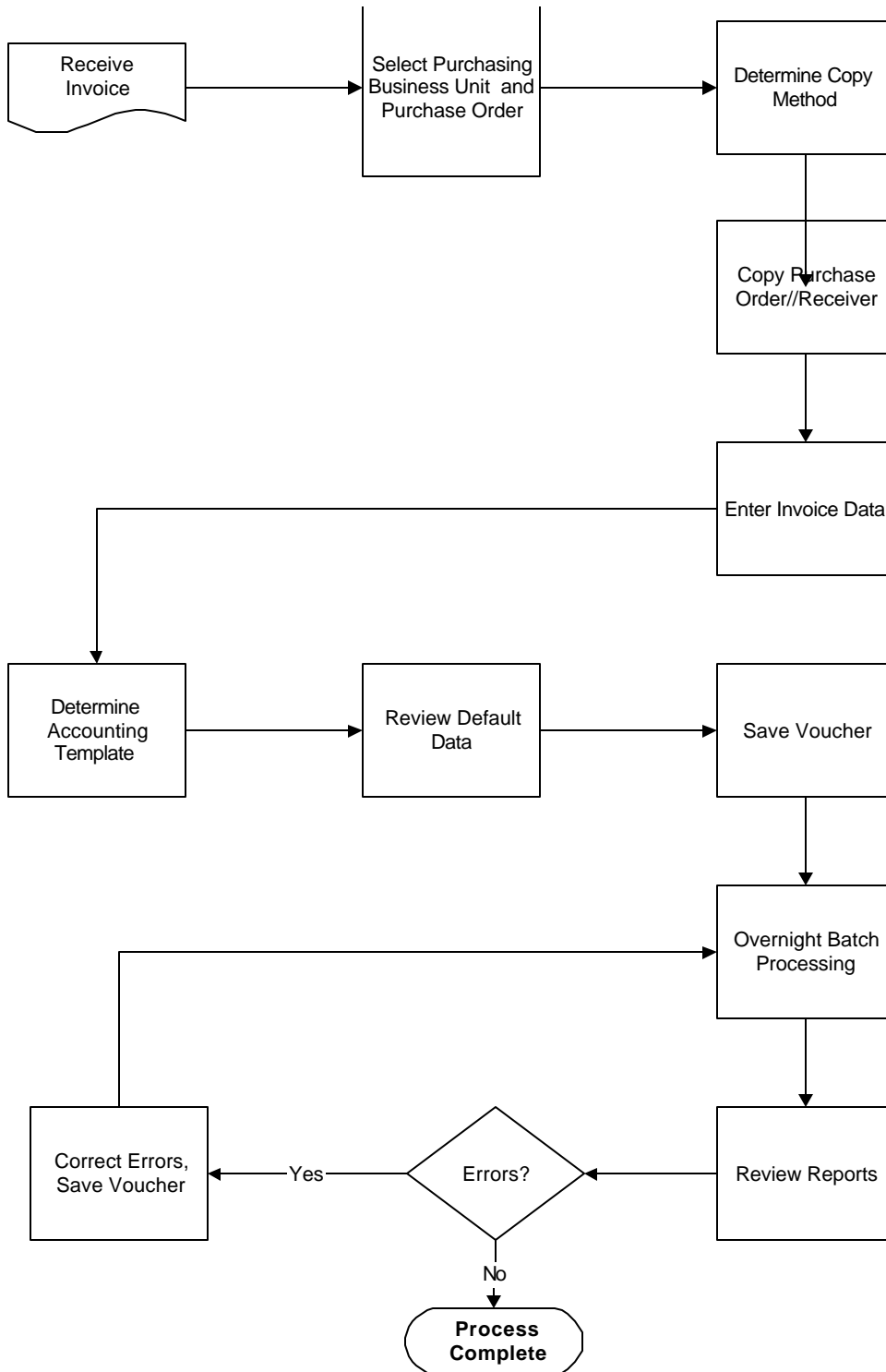
Forms Used with Process

Standard Voucher Entry form (Mark box "PO Voucher")

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Process Flow Diagram (if appropriate):

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APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Kay Reid	DOAS Project Lead			03-04-99
DD Cooper	Design Analyst			03-04-99